

**Montana WIC Program  
Warning Letter**



Participant Name: \_\_\_\_\_

Participant ID#: \_\_\_\_\_

In addition to this letter, the participant is to receive education pertaining to the area of program abuse.

**Warning due to:**

**Next offence will result in:**

Received or attempted to receive cash/change from WIC purchase.	<input type="checkbox"/> 3 month disqualification <input type="checkbox"/> 12 month disqualification
Purchased or attempted to purchase more WIC food than authorized.	<input type="checkbox"/> 3 month disqualification <input type="checkbox"/> 12 month disqualification
Purchased or attempted to purchase unauthorized foods.	<input type="checkbox"/> 3 month disqualification <input type="checkbox"/> 12 month disqualification
Intent to sell WIC foods	<input type="checkbox"/> 3 month disqualification <input type="checkbox"/> 12 month disqualification
Benefit redeemed outside of valid date range.	<input type="checkbox"/> 3 month disqualification <input type="checkbox"/> 12 month disqualification
Redeemed WIC benefit(s) at store not listed as an authorized WIC retailer.	<input type="checkbox"/> 1 month disqualification <input type="checkbox"/> 3 month disqualification
Verbal abuse or harassment of WIC staff, food retailer staff or farmer.	<input type="checkbox"/> 3 month disqualification <input type="checkbox"/> 12 month disqualification
Other:	

**I have read and understand the Rights and Responsibilities for participation in the WIC Program.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
WIC Staff Signature

\_\_\_\_\_  
Date

INSTRUCTIONS: Scan into participant's folder, give the participant a copy, attach Warning Letter to the Participant Fraud Form and send the originals to the State office.

WIC is an equal opportunity program. If you feel you have been discriminated against on the basis of race, color, national origin, age, disability or sex, write immediately to the Secretary of Agriculture, USDA, 1400 Independence Ave. SW, Washington D.C. 20250-9410.

**WIC Fair Hearing Procedures**

If you are dissatisfied with any decision about your eligibility for WIC, you are entitled to a fair hearing.

1. Submit a verbal or written request within 60 days of denial of participation to either your local WIC office or the State WIC office: WIC Program Coordinator, Cogswell Bldg., Helena, MT 59620 (406) 444-5533.
2. You will then receive a copy of the Montana WIC Hearing Procedures.
  - You may be represented by an attorney or anyone at the hearing.
  - The hearing shall be within 3 weeks of receiving the request and shall be convenient for you.
  - You will have 10 days written notice of the time and place of the hearing.
  - The hearing will be conducted by an impartial official.
  - You have the right to present any evidence on your behalf.
  - You will be given the final decision in writing within 45 days from the date of the request for hearing.

**Montana WIC Program**  
**Participant Rights and Responsibilities**



INSTRUCTIONS: Please read this form, and then sign. If you do not understand any part of it, please ask for help.

I Agree To:

- Attend and be on time for all appointments.
- Let WIC staff know in advance if I cannot keep an appointment.
- Provide accurate and correct information to WIC.
- Let the WIC staff know if my address, phone number or income changes, if I am going to move away or if I no longer have custody of the child.
- Bring my Program Booklet to all appointments and to the store.
- Handle my WIC benefits carefully – like they are cash. If I lose my benefits, they cannot be replaced.
- Report benefits that are lost, stolen or destroyed and **not** use the benefits later if I find them.
- Follow the shopping guidelines for using WIC benefits as specified in the Program Booklet.
- Treat WIC staff and retail staff with respect and courtesy.
- Train my authorized representatives and proxies on WIC procedures and policies. I am accountable for their actions.

I Understand That:

- WIC will give me benefits to buy certain foods from WIC authorized retailers each month and it is important that the benefits are picked up on time. If benefits are not picked up for two months in a row, I may be removed from the Program.
- The local WIC program will make nutrition education and referral to health services available to me or my child. I am encouraged to use these services.
- My WIC information may be released to the following programs to determine eligibility, conduct outreach, enhance health education, streamline administrative procedures or access and evaluate participant health care needs and outcomes: Montana DPHHS Immunization & Commodities Supplemental Food Program.
- I will be dropped from WIC if I receive benefits from more than one WIC clinic at a time.
- I may lose my WIC benefits if I or an authorized individual make changes on my WIC benefit; return WIC foods for cash or non-WIC foods; sell, trade, or give away WIC foods; buys non-WIC foods; use an unauthorized retailer; or verbally or physically abuse WIC or retail staff. I also may be required to repay benefits.
- Standards for eligibility and participation in the WIC Program are the same for everyone, regardless of race, color, national origin, sex, age, or disability.
- I have 60 days to appeal any decision made by the local agency regarding my eligibility for the Program. A fair hearing will be conducted by a fair and impartial official according to 246.18 and applicable portions of Title 2, Chapter 4 Montana Code Annotated, whose decision will rest solely on the evidence presented at the hearing and statutory and regulatory provisions governing the WIC Program in Montana.

I have been advised of my rights and responsibilities under the Program. I certify that the information I have provided for my eligibility determination is correct, to the best of my knowledge. I understand that intentionally making a false or misleading statement or intentionally misrepresenting, concealing, or withholding facts may result in paying the State agency, in cash, the value of food benefits improperly issued to me and may subject me to civil or criminal prosecution under State and Federal law.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication and Compliance, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (866)632-9992 or (202)260-1026 (voice) or (202)401-0216 (TTD). USDA is an equal opportunity provider.